

Scoring Criteria 1: Qualifications/Expertise of Instructors/Key Personnel on the Team (Prime Consultant & Sub-Consultant.)

Min pts 0 : Max pts 20

A. Include the following items:

- Provide a listing of all instructors/key personnel on your proposed team, clearly identifying your proposed project manager;
- List the type(s) of expertise that each instructor/key personnel on your team can provide;
- How long has each instructor/key personnel on your team provided these type(s) of expertise;
- Provide organization chart of your proposed team and include the respective roles that each instructor/key personnel will provide for the team.
- For each proposed instructor/key personnel team member, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each instructor/key personnel team member on your proposed team, demonstrate his/her understanding of Federal Aviation Administration regulations/procedures.

B. Include the following items:

Provide a list of up to five seminars that your project team has completed within the last three years. The seminar(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the seminar(s) and the approximate consultant fee of each seminar.

Scoring Criteria 2: Experience Developing this type of Curriculum (Prime Consultant & Sub-Consultant.)

Min pts 0 : Max pts 20

A. Include the following items:

Provide up to three examples for each proposed Project Manager that demonstrates his/her prior experience leading a team in the development of this type of curriculum.

B. Include the following items:

Provide listing of professional licenses/accreditations for each proposed Project Manager; include the year that each license/accreditation was received.

Scoring Criteria 3: Firm's Project Management System (Prime Consultant Only.)

Min pts 0: Max pts 20

A. Include the following items:

- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 4: References/Past Performances (Prime Consultant Only.)

Min pts 0 : Max pts 20

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. A copy of your performance evaluation forms must be included in packet B of your submittal.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax no later than the submittal due date. The evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

Scoring Criteria 5: Cost Factors (Prime Consultant Only.)

Min pts 0 : Max pts 20

Include the following items (If your firm has an established overhead rate use item "A": otherwise use item "B"):

A. Overhead Rate and Direct Labor Costs:

- Overhead rates: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm's fiscal year.
- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.

B. Statement of Billing Rates: If your firm does not have a FAR audited overhead rate, include the following:

- Descriptive statement that the rates listed are the lowest/best rates given to any client;
- The beginning and ending dates that the quoted hourly rates are valid;

- Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager; and
- The hourly billing rates for each labor classification.